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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

28 August 1952

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Arrangements have been completed to loan rooms 1 through 4, building 14, to I&SO for the period 15 September-2 October 1952 for a special training program, temporarily displaced by construction work in their permanent quarters.

b. Status of T/O:

(1) Justification for high average salary for TR(G) personnel has been prepared by Mr. [redacted] and forwarded to the Comptroller.

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(2) Classification has approved the grade structure on the basis of discussions with the Director of Training.

(3) Upon receipt of approvals from the Comptroller and O&M Services, Personnel is prepared to forward the T/O to DD/A for approval.

25 YEAR RE-REVIEW

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Admin. Officer, OTR

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